



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 24, 2002

**MEMORANDUM OSRAP 03-13**

TO: Fiscal Officers  
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM  
Director

SUBJECT: Holiday Check Print Schedule

This will inform you of the ISIS check print schedule for the approaching holidays. It can also serve as a tool to encourage vendors to enroll in EFT. If an automated disbursement cycle or check print date falls on a holiday, those processes will not run. Typically, the automated disbursement process is scheduled to run on each Monday and Thursday night with the checks being printed and mailed on Tuesday and Friday mornings. This means that during the months of November, December and January checks will be printed and mailed on the following dates:

<u>Tuesday</u>	<u>Friday</u>
11/5 <u>No Checks – State holiday</u>	11/1
11/12 <u>No Checks – Mon. holiday</u>	11/8
11/19	11/15
11/26	11/22
12/3	11/29 <u>No Checks - Thurs. holiday</u>
12/10	12/6
12/17	12/13
12/24	12/20
12/31	12/27 <u>No Checks –Thurs. holiday</u>
1/7	1/3 <u>No Checks – Thurs. holiday</u>
1/14	1/10
1/21 <u>No Checks – Mon. holiday</u>	1/17
1/28	1/24
	1/31

EFTs will run nightly, excluding holidays, and the file will be transmitted to the bank on the next business day. If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

FHK:am